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Report For Week Ending 3 December 1957
From
Records Center

During the week the following accessions were made:

COMPT	3 Cu. Ft.
OCR	44 " "
Sub-Total:	47 Cu. Ft.
Finished Intelligence	19 " "
Total:	66 Cu. Ft.
Map Negatives	1,009 Cu. Ft.
Records Holdings	25,305 " "
Distribution Material Holdings	10,869 " "
Total:	37,183 Cu. Ft.
Distribution Material Disposed of at Center	11 Cu. Ft.
Distribution Material Transferred from Center	4 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	352 " "
Total:	367 Cu. Ft.

Accessioning

The Center received from the Joint Chief of Staff one complete set of NIS, which amounted to 60 cubic feet.

Reference

The Reference Branch has completed inventorying 10 cubic feet of Medical Folders. It is anticipated that it will take two months to complete this job.

Disposal

The DD/P personnel are preparing another large group of records for disposal.

25X1

[Redacted Signature Box]
Chief, Records Center Division

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,576	10,334	11,910
DD/P	1,045	7,685	8,730
DD/S	345	7,995	8,340
DD/S (Compt/Grilled Area)	57	423	480
DD/I	342	7,098	7,440
DD/I (Grilled Area)	1,077	2,703	3,780
DCI	3	27	30
Map Negative	<u>581</u>	<u>1,009</u>	<u>1,590</u>
TOTAL	5,026	37,274	* 42,300

* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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